



GRADING PLAN INITIAL SUBMITTAL CHECKLIST E-8

Development Services
Land Development Engineering
1635 Faraday Avenue
760-602-2750
www.carlsbadca.gov

Plan ID: _____ Project Name: _____
DWG No. _____ GR No. _____ Project Engineer: _____

- Submittals may be rejected if the submittal package is incomplete or current forms are not used.
- Items marked with an asterisk (*) must be completed by an appropriately licensed engineer.

THE FOLLOWING ITEMS MUST BE INCLUDED IN THE INITIAL SUBMITTAL:

All items must be submitted unless an item is marked "N/A" and initialed by city engineering personnel.

- ☐ 1. This submittal checklist
- ☐ 2. Transmittal from engineer of work listing all items being submitted
- ☐ 3. Completed and signed city Engineering Plancheck Application (E-23)
- ☐ 4. a) Digital submittal of plans, b) Completed digital submittal checklist, and c) Layer description
-see engineering standards on city website for digital submittal requirements and checklist
- ☐ 5. Copy of environmental clearance or completed EIA. form, Part 1, with copy of grading plans attached, if no prior CEQA approval
- ☐ 6. *Eight sets of prints and one PDF of the grading plans folded to 9" X 12"
- ☐ 7. *Two sets of bound drainage report
- ☐ 8. *Two sets and one PDF of bound soils report
- ☐ 9. *Two copies of earthwork quantity calculations
- ☐ 10. *Two copies of engineer's cost estimate for grading work and two copies of cost estimate for any public improvements shown on the grading plan in lieu of submitting an improvement plan (use current City of San Diego unit price list)
- ☐ 11. Two sets of preliminary title report (issued within six months of application)
- ☐ 12. Two copies of all signed conditions of approval (if applicable)
- ☐ 13. Two copies of approved site plan or tentative map (if applicable)
- ☐ 14. Three copies of Transportation Demand Management (TDM) plan, if applicable
- ☐ 15. Concurrent submittal required (if applicable): final/parcel map, improvement plans, easement documents, etc.
- ☐ 16. Original and one copy of completed *Determination of Project's SWPPP Tier Level and Construction Threat Level* worksheet (Form E-32). Check the required tier level: ☐ Tier 2 ☐ Tier 3
- ☐ 17. One Storm Water Pollution Prevention Plan (SWPPP) for Tier 3. For Tier 2, include as part of grading plan set
- ☐ 18. Original and one copy of completed and signed Storm Water Standards Questionnaire (Form E-34)
- ☐ 19. *Two sets of Storm Water Quality Management Plan (SWQMP) (required if project is a Priority Development Project per the Storm Water Standards Questionnaire or if conditioned with project.
- ☐ 20. Two sets of a completed Standard Project Requirement Checklist (Form E-36) (Required if project is a Standard Project or Exempt from PDP per the Storm Water Standards Questionnaire or if conditioned with project)
- ☐ 21. SWPPP/SWQMP review fee(s), if applicable
- ☐ 22. Grading plan check fee
- ☐ 23. Soils report plan check deposit of \$1,200. Additional fees may apply and be collected later in the process
- ☐ 24. Other: _____

SUBMITTAL COMPLETE. CHECKED BY _____ DATE _____



GRADING PLAN RESUBMITTAL CHECKLIST E-8

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Plan ID: _____ DWG No. _____ GR No. _____

Project Name: _____

Planchecker: _____ Project Engineer: _____

THIS SECTION TO BE COMPLETED BY THE PLANCHECKER

Plancheck No. _____ PCE Initials _____ Date _____

- Items marked with an asterisk (*) must be completed by an appropriately licensed engineer.

THE FOLLOWING MARKED ITEMS MUST BE INCLUDED IN RESUBMITTAL:

- ☐ 1. This resubmittal checklist
- ☐ 2. Transmittal from engineer of work listing all items being submitted
- ☐ 3. Copy of previous city transmittal letter
- ☐ 4. Corrected digital copy of plans
- ☐ 5. Original and one copy of completed Security and Agreement Data Sheet
- ☐ 6. All previous checkprints of plans, review checklist, reports, calculations, and estimates
- ☐ 7. * _____ sets and one PDF of corrected prints of the grading plans folded to 9" X 12" (Distribution: 1 file, _____ EM, _____ planchecker, _____ Planning, _____ Building, _____ other (specify): _____)
- ☐ 8. *Two sets of corrected bound drainage report signed and sealed by engineer of work
- ☐ 9. *Two sets and one PDF of corrected bound soils report signed and sealed by soils engineer
- ☐ 10. *Two sets of corrected earthwork quantity calculations signed and sealed by engineer of work
- ☐ 11. *Two sets of corrected engineer's grading and, if applicable, improvement plan cost estimate signed and sealed by engineer of work
- ☐ 12. Concurrent resubmittal required (as applicable), corrected as necessary: final/parcel map, improvement plans, easement documents, other: see below
- ☐ 13. One corrected Tier 3 SWPPP
- ☐ 14. *Two sets of corrected SWQMP
- ☐ 15. Department comments: _____ Planning, _____ Traffic, _____ Parks & Recreation, _____ Fire, _____ Eng P&P, _____ M&O, _____ other—specify (Distribution: to indicated departments)
- ☐ 16. OTHER: _____

SUBMITTAL COMPLETE. CHECKED BY: _____ BY: _____ DATE: _____ DATE: _____



GRADING PLAN FINAL SUBMITTAL CHECKLIST E-8

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Plan ID: _____ DWG No. _____ GR No.: _____
Project Name: _____
Planchecker: _____ Project Engineer: _____

- Items marked with an asterisk (*) must be completed by an appropriately licensed engineer.

THE FOLLOWING MARKED ITEMS MUST BE SUBMITTED FOR FINAL APPROVAL:

- ☐ 1. This submittal checklist
- ☐ 2. Transmittal from engineer of work listing all items being submitted
- ☐ 3. Copy of previous city transmittal letter
- ☐ 4. Digital copy of plans
- ☐ 5. All previous checkprints of plans, review checklist, reports, calculations, and estimates
- ☐ 6. * _____ sets of corrected prints of the grading plan folded to 9" X 12" (Distribution: 1 file, 1 Eng P&P, _____ planchecker, _____ other (specify): _____)
- ☐ 7. One copy of all signed conditions of approval
- ☐ 8. *One copy and one PDF of approved bound soils report signed and sealed by soils engineer (see attached final submittal standards)
- ☐ 9. *PDF's of the plans electronically signed and sealed by engineer of work and including all other required electronic signatures. (see attached final submittal standards)
- ☐ 10. Concurrent final submittal required (as applicable): final/parcel map, improvement plans, easement documents, other: see below
- ☐ 11. One copy of approved Tier 3 SWPPP
- ☐ 12. *One copy and one PDF of approved SWQMP signed and sealed by engineer of work (see attached final submittal standards)
- ☐ 13. *One PDF of the approved drainage study signed and sealed by engineer of work (see attached final submittal standards)
- ☐ 14. Verification of submittal of securities and agreements
- ☐ 15. Payment of plan check fee balance. See enclosed fee statement. (Please note: If not included on this fee statement, you will receive separate notification of the amount due for the grading cash deposit.)
- ☐ 16. Department approvals: _____ Planning, _____ Traffic, _____ Parks & Recreation, _____ Fire, _____ Eng P&P, _____ M&O, _____ other—specify _____
- ☐ 17. Completed grading permit application (Form E-24)
- ☐ 18. One copy and one PDF of Construction Exhibit, if applicable.
- ☐ 19. OTHER: _____

SUBMITTAL COMPLETE. CHECKED BY: _____ BY: _____ DATE: _____ DATE: _____



Final Submittal Standards for Plans and Documents E-8

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THIS SECTION TO BE COMPLETED BY CITY PERSONNEL

Final Submittal Standards for Plans and Documents

- All plans shall be in a PDF format, with a graphic scale, and rotated so that the pages read upright.
- Plan Sheet Size – Standard size 24 inches x 36 inches – Landscape View
- Plans shall be combined into one complete set, no individual sheet submittals
- Export settings: maintain output scale; avoid “Fit to Page”.
- Save files in black and white
- Unlock and Flatten all drawings and reports. The markups list and layers should be cleared and empty.
- Vector content only. Scanned images are prohibited.
- Files must be unlocked and unprotected.
- Zip files are not accepted.
- Reports and other documents must be submitted as a separate PDF for each document type (e.g. calculations, specifications, reports, studies, etc.)
- Files may be submitted on a thumb drive or emailed to the Project Engineer. CD's will not be accepted.